

Postal Operations Fact Sheet

Courtesy of Jay Eagen, the Chief Administrative Officer:

New security precautions have been put in place and all House (House office buildings and the Capitol) mail and package delivery procedures have been adjusted accordingly. These adjustments will result in some delays (approximately 24 hours) in deliveries of mail envelopes and packages received through the United States Postal Service, as well as those brought to the House by couriers and delivery companies such as UPS and Federal Express. It is anticipated that additional enhancements will reduce and minimize delays to offices in the very near future.

- United States Postal Service mail and "inside mail" will receive additional screening which will result in an initial 24-hour delay in delivery.
- Couriers and messengers will not be permitted to make deliveries to House offices directly. They will instead be directed to the House off-site center at Half and P Streets, S.E. These items will now be screened and a 24-hour delay will occur.
- Federal Express and United Parcel Service will also be screened and subject to the 24-hour delay. Deliveries of the screened items then will be made by FedEx and UPS as normal. Other delivery services will be directed to the House off-site center and will be delivered by House Postal Operations.
- Offices sometimes receive mail items from "walk in" visitors, such as constituents, to their offices. Should offices wish to have such items screened, place them in inside mail and they will be routed through the screening process.

Should offices have questions about these changes or mail delivery in general, please call Postal Operations at 5-3856.

Error! Unknown switch argument. What constitutes a "suspicious parcel?"

- Contains unidentified liquid or powder
- Unusual weight, given their size, or are lopsided or oddly shaped
- Has protruding wires, strange odors or stains
- Incorrect title with name
- Excessive postage
- No return address, or one that can't be verified as legitimate
- Misspelled words or no zip code
- If it is unexpected or from someone unfamiliar to you

- Shows a city or state in the postmark that doesn't match the return address
- Marked with restrictive endorsements, such as "Personal" or "Confidential"

Error! Unknown switch argument. If you come in contact remember:

- Stay calm
- Do not move the letter or package
- Close if opened
- If readily available, wash hands with soap and water
- Allow no one to enter the immediate area
- Any person who has come in immediate contact with suspected item should be isolated from remaining staff
- Notify police and advise:
 - What you saw, heard or smelled
 - Does it contain a liquid or solid?
 - Was a vapor or dust released?
 - Did you notice any adverse effects?